



BEACH PATROL OPERATIONS SUPERVISOR

Job Code: 5403

EEO Class Code: Professional

Union Status: GSA

FLSA Code: Non-Exempt

Salary Grade: o515

NATURE OF WORK

Highly responsible position as second in charge of the Beach Patrol Division. Assumes complete control in the absence of the Beach Patrol Captain. Responsibilities include employee supervision, training, and scheduling as well as equipment inventory control etc. The Beach Patrol operation protects seven miles of beach and over seven million visitors per year.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Assists in supervising the guarding of public beach areas by lifeguard personnel for compliance with State and Local laws and ordinances
- Assumes complete control of the Beach Patrol operation in the absence of superiors
- Counsels subordinates regarding regulations governing employee conduct and performance and recommends disciplinary action for infractions of Departmental and City rules and regulations
- Supervises the collection of beach erosion data and submits appropriate reports
- Inspects beaches for debris and/or litter, and, when necessary, notifies Dade County for clean-up
- Supervises the rescue boat operation
- Takes charge of activities at emergencies
- Trains lifeguard personnel in methods and procedures of beach safety and water rescue
- Supervises the maintenance of safety equipment and stands
- Effects water rescues at public beaches and pool areas
- Prepares written reports and maintains records as required
- Operates emergency vehicles when necessary
- Performs related work as required

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of all practices of beach safety work including knowledge of the physical characteristics and dangers of the public beaches
- Thorough knowledge of State and Local laws and ordinances and general/safety rules and regulations pertaining to the use of public beaches and facilities
- Thorough knowledge of the sound precautionary measures used in assuring safety
- Thorough knowledge of general standards of propriety necessary to the maximum enjoyment of the beach
- Thorough knowledge of tide, current, wind, and other physical conditions which affect water safety
- Considerable knowledge of the utilization of all lifesaving equipment used by the Beach Patrol
- Considerable knowledge of first aid practices and procedures and the ability to administer first aid
- Considerable knowledge of the principles of public and business administration and their application to governmental activities
- Considerable knowledge of supervisory principles and practices
- Considerable knowledge of public relations principles and techniques
- Considerable knowledge of instructional methods, techniques, and materials applicable to lifeguard training
- Knowledge of modern office procedures, practices, and methods
- Skill in swimming, water safety, and rescue activities
- Ability to plan, assign, evaluate, and coordinate the work of subordinates located in geographically separated work units

MINIMUM REQUIREMENTS

- Two (2) years full-time verifiable, responsible experience as a supervisor in an open-water beach life saving operation

PHYSICAL REQUIREMENTS

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine
- The job includes running, lifting, climbing, carrying, sitting for long periods of time, pulling a ropeline, etc.
- The ability to pass the Beach Patrol's physical skills test

SUPERVISION RECEIVED

- General and specific assignments are received
- Work is performed with considerable latitude for the use of independent judgment in the selection of work methods and procedures

SUPERVISION EXERCISED

- Assigns and directs the work of Lifeguards I, Lifeguards II, and Lifeguard Lieutenants
- Plans the assignment of work and methods which are subject to review by the Beach Patrol Captain
- Assumes complete control of the Beach Patrol operation In the absence of the Beach Patrol Captain